

State of Delaware *eMarketplace*

Definitions of User Roles

Following are the definitions of the user roles available in the SOD eMarketplace. Roles consist of a set of permissions which allow users to do (or not do) specific things in the eMarketplace.

Note that a user could be assigned multiple roles. Division roles can be assigned to users by Division Administrators within their fence. Central Administration roles can be assigned to any users by the SOD eMarketplace Central Administration team only.

Division Roles

- **Pending Profile:** With this role, users can log into the SOD eMarketplace but only have view access rights. Similar to the Default Pending Profile role (see below) except with this one the Division Administrators can assign it to their users.
- **Shopper:** Can search, filter and compare products as well as create carts. However, Shoppers cannot submit carts; instead they have to assign their carts to a Requester.
- **Requester:** Same permissions as Shoppers except that Requesters can be assigned carts and are able to submit carts into Transaction workflow.
- **Law Enforcement*:** Gives users access to order law enforcement products such as ammunition.
- **All Bill To Addresses*:** An add-on permission which gives users access to use any Bill To address in the system. Without this permission users are limited to using addresses authorized for their Division only.
- **All Ship To Addresses*:** An add-on permission which gives users access to use any Ship To address in the system. Without this permission users are limited to using addresses authorized for their Division only.
- **Approver:** Users that are able to approved Transactions. Approvers are managed within the Transaction workflow rules, so that when a cart is submitted (becoming a Transaction) the workflow knows which approver(s) to send the Transaction to.

Central Administration Roles

- **Auditor:** View-only role for auditing purposes.
- **MMCAP Requester:** A Requester role that gives the user access to the MMCAP catalogs.
- **Emergency Profile:** To be used for emergency situations only, when users with this role submit carts they will bypass all Transaction workflow steps.
- **Default Pending Profile:** With this role, users can log into the SOD eMarketplace but only have view access rights. The default role for all users.
- **Supplier:** A role meant for suppliers. With this limited role, suppliers can see all catalog content but cannot assign carts or place orders.
- **Division Administrator:** The administrator of one or more Divisions. Division Administrators manage users as well as Division-specific workflow and contracts within their fence.
- **Central Administrator:** Users that manage the eMarketplace at a high level. Examples would be assigning Division Administrators, managing non-Division-specific workflow, managing Bill and Ship To addresses, updating the homepage and message area and setting up Divisions.